



Position: President/CEO

Reports to: Board of Directors

Position Summary

The President/CEO reports to the Board of Directors and is responsible for leading, managing and administering all aspects of the Foundation under the general direction of the Board of Directors within the policies established by the Community Foundation's by-laws, other internal policies and legal agreements, and applicable federal, state and local laws.

Responsibilities

- Proposes sound and realistic plans which will enable the Board of Directors to appraise the future needs of the community, make prudent program decisions, and guide the Foundation effectively, consistent with expressed donor wishes, community needs and legal requirements and the Community Foundation strategic plan
- Oversees the general operations of the Community Foundation in accomplishing the goals established by the Board of Directors. This includes, but is not necessarily limited to, definition and interpretation of policies, establishment of standards of performance, hiring and supervision of employees, recruitment of volunteers, office management and evaluation of performance
- Serves as an ex-officio member of the Board of Director and acts as the principal advisor to the Board of Directors in its various committees on fund raising, funds management, donor relations, and other matters relating to the discharge of official duties
- Assists the Chairman of the Board of Directors and Chairs of the various Board Committees in planning meetings, preparing agendas and background information and in assuring that minutes are prepared and distributed
- Acts as the spokesperson for the Foundation, representing it at public and private functions, and cultivating a positive public relations image for the Foundation
- Maintains an appropriately high level of visibility for the Foundation by cultivating relationships and systematically interpreting the Foundation's purpose, projects and accomplishments
- Promotes the further development of effective philanthropy by such activities as:
 - Development of relationships that will broaden community interest in philanthropy, with present and potential donors, professional advisors, community leaders and others
 - Recommending and supporting means and methods for improving philanthropy and for increasing the yield of benefits to the general community
 - Preparing and publishing information on philanthropy, and otherwise assisting in fostering an accurate general public awareness and understanding of philanthropy
 - Provides leadership and support in the fostering of local philanthropy
- Oversees the annual budgeting process and, after approval by the Board of Directors, administer operating and grant funds in accordance with the budget or as otherwise directed by the Board of Directors



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- Works with the Investment Committee of the Board of Directors to assure the proper management and prudent investment of Foundation funds
 - Provides and ensures excellent customer service and leads staff to do the same
 - Identifies and communicates potential issues and leads in the development of strategies to overcome those situations
 - Provides for regular reporting on investment performance to the Board of Directors or its appointees.
 - Works with members of the Board of Directors and volunteers to raise substantial funds from individuals, business organizations, private foundations and potential contributors
 - And any other assigned tasks

Requirements

- Bachelor's degree a must with emphasis on management or finance or equivalent
- Community Foundation management experience a plus. Consideration given to charitable organization management, business management with high degree of community involvement.
- Effective verbal communication skills
- Ability to read and understand financial statements and investment reports
- Ability to draft a budget and operate within that budget
- Strong organizational and administrative skills
- Ability to work effectively with community leaders, donors, and nonprofit agencies, demonstrating a favorable blend of leadership and cooperative work style
- Capacity to determine community needs and to evaluate funding requests with patience, open-mindedness, mature judgment and imagination
- Self-disciplined, self-starting work style, accustomed to operating without supervision while capable of supervising and motivating others
- A compelling commitment to the philanthropic sector and to the betterment of the quality of life in the community
- Genuine and demonstrated passion for community
- An understanding of fund accounting is desirable
- Strong organization skills and ability to manage competing priorities; thrives on handling multiple activities at once; great attention to detail
- Excellent people skills including the ability to work closely and confidentially with high net worth individuals, Board of Directors, fund-holders and non-profits
- Strong ethical conduct to inspire confidence and trust among colleagues, donors, fund-holders and the overall community
- Must exhibit the highest integrity and have strong leadership and excellent oral and written communication skills